

Public Safety Branch  
Civil Defense and Security Group  
Public Transit Series

**VEHICLE FOR HIRE SUPERVISOR**

01/92

*Summary*

Under general supervision, plans, assigns, coordinates and supervises the Vehicle for Hire activities; enforces the Vehicle for Hire ordinance; performs related duties as required.

*Typical Duties*

Coordinates and supervisors or performs vehicle and safety inspections on vehicles for hire, bus franchises and other vehicles covered by the Vehicle for Hire ordinance; enforces the Vehicle for Hire ordinance; investigates and prepares reports of incidents and accidents; maintains liaison with the Police Department and other law enforcement agencies; testifies in court and before City Council; conducts hearings of violations and the Vehicle for Hire ordinance.

Supervises, assigns, trains, reviews and evaluates the work of subordinate personnel; enforces established policies, procedures, rules and regulations; maintains records and prepares reports; assists in the revision of ordinances; recommends and administers the annual division budget.

*Minimum Qualifications*

Training and Experience: Graduation from high school or GED (Associate's Degree in Business Administration preferred) and four years experience enforcing codes including two years experience in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the geography of the City; good knowledge of supervisory practices and procedures; good knowledge of office practices and procedures; good knowledge of the Vehicle for Hire Ordinance; good knowledge of motor vehicle mechanical systems and safety regulations; some knowledge of Article 4413 (29aa) of Vernon's Civil Statutes; some knowledge of public relations methods and techniques.

Ability to observe, accurately record and analyze situations and act quickly, calmly and objectively; ability to enforce laws and ordinances firmly and impartially; ability to apply public relations methods and techniques; ability to supervise, train and evaluate subordinate personnel; ability to issue and adhere to oral and written instructions; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain records and prepare reports.

Skill in the use and care of a two-way radio.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic; exposure to all weather conditions.

Special Requirements: Must be able to converse in Spanish; must work irregular shifts and hours, including split shifts.

Licenses and Certificates: Valid U.S. Driver's License.

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Director of Personnel

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Department Head